

IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF ILLINOIS  
EASTERN DIVISION

In re:

BUILDERS PLUMBING & HEATING  
SUPPLY CO.,

an Illinois corporation,

GLENDAL PLUMBING SUPPLY CO.,  
INC.,

a Wisconsin corporation,

SOUTHWEST PIPE & SUPPLY, INC.

a Delaware corporation,

SPESCO, INC.,

an Illinois corporation,

and d/b/a FaucetsPlus.com,

Debtors.

Case Nos. 03 B 49243 – 49246

(Jointly Administered)

Chapter 11

Honorable John H. Squires

**FILED**  
UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF ILLINOIS

FEB 5 - 2004

KENNETH S. GARDNER, CLERK  
TEAM - B

Hearing Date: Monday,

February 9, 2004 at 9:30 a.m.

NOTICE OF MOTION

PLEASE TAKE NOTICE THAT on Monday, February 9, 2004, at 9:30 a.m., we shall appear before the Honorable John H. Squires, United States Bankruptcy Judge, Everett McKinley Dirksen Courthouse, 219 South Dearborn Street, Chicago, Illinois 60604, Courtroom 680, or, in his absence, before any other Judge who may be sitting in his place or stead and shall then and there present the attached *Debtors' Motion For an Order Under 11 U.S.C. § 105(a) and Federal Rule of Bankruptcy Procedure 3003(c)(3) and 2002(a)(7) (I) Setting Final Date for Filing Proofs of Claim and (II) Approving the Form and Manner of Notice Thereof*, at which time and place you may appear if you see fit. A copy of the Motion is hereby served upon you.

Dated: Chicago, Illinois  
February 5, 2004

Respectfully submitted,

**BUILDERS PLUMBING & HEATING  
SUPPLY COMPANY, et al.**

By: 

David N. Missner (ARDC No. 01928988)

Marc I. Fenton (ARDC No. 06180633)

Brian A. Audette (ARDC No. 06277056)

**PIPER RUDNICK LLP**

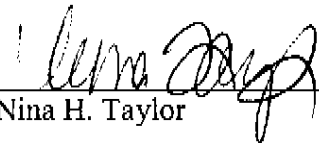
203 North LaSalle Street, Suite 1800

Chicago, Illinois 60601-1293

(312) 368-4000

**CERTIFICATE OF SERVICE**

Nina H. Taylor, a non-attorney, under penalty of perjury, certifies that on the 5<sup>th</sup> day of February, 2004, she caused the *Debtors' Motion For an Order Under 11 U.S.C. § 105(a) and Federal Rule of Bankruptcy Procedure 3003(c)(3) and 2002(a)(7) (I) Setting Final Date for Filing Proofs of Claim and (II) Approving the Form and Manner of Notice Thereof*, to be served by facsimile upon each of the parties listed on the service list at their respective addresses.

  
\_\_\_\_\_  
Nina H. Taylor

I DECLARE UNDER PENALTY OF PERJURY  
THAT THE FOREGOING IS TRUE AND CORRECT.

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IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF ILLINOIS  
EASTERN DIVISION

**FILED**  
UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF ILLINOIS  
FEB 05 2004  
KENNETH S. GARDNER, CLERK  
PS REP. - JJ

In re: )  
)  
BUILDERS PLUMBING & HEATING ) Chapter 11  
SUPPLY CO., ) Honorable John H. Squires  
an Illinois corporation, )  
GLENDALE PLUMBING SUPPLY CO., INC., ) Case Nos. 03 B 49243 through  
a Wisconsin corporation, ) 03 B 49246  
SOUTHWEST PIPE & SUPPLY, INC., ) (Jointly Administered)  
a Delaware corporation, )  
SPESCO, INC., )  
an Illinois corporation, )  
and d/b/a FaucetsPlus.com, )  
Debtors. ) Hearing Date: Monday,  
February 9, 2004 at 9:30 a.m.

**MOTION FOR AN ORDER UNDER 11 U.S.C. § 105(a) AND FEDERAL  
RULE OF BANKRUPTCY PROCEDURE 3003(c)(3) AND 2002(a)(7)  
(I) SETTING FINAL DATE FOR FILING PROOFS OF CLAIM AND  
(II) APPROVING THE FORM AND MANNER OF NOTICE THEREOF**

Builders Plumbing & Heating Supply Co. ("Builders Plumbing"), Glendale Plumbing Supply Co., Inc., a Wisconsin corporation ("Glendale"), Southwest Pipe & Supply, Inc., a Delaware corporation ("Southwest") and Spesco, Inc., an Illinois corporation ("Spesco") (collectively, the "Debtors"), pursuant to 11 U.S.C. § 105(a) and Fed. R. Bankr. P. 3003(c)(3) and 2002(a)(7), request the entry of an order (i) establishing a deadline for filing certain proofs of claim and (ii) approving the form and manner of notice thereof (the "Motion"). In support of this Motion, the Debtors represent as follows:

**BACKGROUND**

1. On December 5, 2003 (the "Petition Date"), the Debtors filed voluntary petitions in this Court for reorganization relief under Chapter 11 of the Bankruptcy Code. The Debtors continue to manage their assets as debtors-in-possession pursuant to Sections 1107(a) and 1109 of the Bankruptcy Code. No trustee or examiner has been appointed.

2. On December 11, 2003 the United States Trustee appointed an official committee of unsecured creditors.

3. On December 24, 2003, this Court entered an Order (A) Authorizing the Sale of Substantially all Assets and Approving Bidding Procedures (B) Authorizing Assumption and Assignment of Certain Executory Contracts and Unexpired Leases (C) setting Date for Sale and Hearing on Sale and (D) Approving Form of Notice (the "Sale Authorization Order").

4. Pursuant to the Sale Authorization Order, the sale of substantially all the Debtors' assets (the "Sale") took place on January 21, 2004. Ferguson Enterprises, Inc. ("Ferguson") was the successful purchaser of substantially all the Debtors' assets at the Sale. In connection with the Sale, the Debtors and Ferguson executed an Asset Purchase Agreement, dated January 21, 2004 (the "APA"). Additionally, the closing on the Sale (the "Closing") took place on January 21, 2004.

5. On January 22, 2004, this Court entered an order approving the Sale.

6. The statutory predicates for the relief requested herein are 11 U.S.C. § 105(a) and Fed. R. Bankr. P. 3003(c)(3) and 2002(a)(7).

#### **REQUESTED RELIEF**

7. By this Motion, the Debtors seek entry of an order fixing the last date within which certain proofs of claim against the Debtors must be filed. The Debtors further request that the Court approve the proposed notice of the last date within which certain proofs of claim must be filed (the "Notice of Bar Date"), which is attached hereto as Exhibit A.

#### **BASIS FOR RELIEF**

##### **A. The Bar Date**

8. Fed. R. Bankr. P. 3003(c)(3) provides: "The court shall fix...the time within which proofs of claim or interest may be filed." For the reasons set forth below, the Debtors

request that the Court fix **March 19, 2004** as the bar date (the "Bar Date") for filing claims (as defined in Section 101(5) of the Bankruptcy Code) arising before the Petition Date against the Debtors. The Debtors' schedules of assets, liabilities and executory contracts and statements of financial affairs (collectively, the "Schedules") have been filed with this Court. Additionally, the Debtors are required to file their plan of reorganization and disclosure statement on or before April 4, 2004. The Debtors seek to establish the Bar Date to determine what, if any, claims are asserted against them in addition to those listed on their Schedules.

9. The Debtors request that proofs of claim for any rejection damages claims arising during these chapter 11 cases under sections 365(g) and 502(g) of the Bankruptcy Code be filed by the later of: (a) the date set by the Court in an order authorizing the rejection of such executory contract or unexpired lease; or (b) the Bar Date. Nonetheless, proofs of claim for any other claims that arose prior to the Petition Date under any lease or contract must be filed by the Bar Date.

**B. Notice of Bar Date**

10. In connection with the setting of the Bar Date, the Debtors also request that the Court approve the Notice of Bar Date. The Notice of Bar Date will inform all interested parties of the existence of the Bar Date and their right to file proofs of claim and the consequences of failing to do so. The Debtors submit that the type of notice proposed herein is reasonably calculated to provide all known creditors and other parties in interest with sufficient notice of the Bar Date.

11. The Debtors request that the Court require that all proofs of claim be delivered via regular first-class United States mail, certified mail, or overnight courier to The Trumbull Group, LLC (the "Claims Agent") at one of the following addresses:



If by U.S. Mail:

The Trumbull Group, LLC  
c/o Builders Plumbing & Heating Supply Co.  
P.O. Box 721  
Windsor, CT 06095-0721

If by Overnight Courier or Hand Delivery:

The Trumbull Group, LLC  
c/o Builders Plumbing & Heating Supply Co.  
Griffin Center  
4 Griffin Road North  
Windsor, CT 06095

so that all proofs of claim are actually received by the Claims Agent on or before 4:00 p.m. prevailing Eastern Time on **March 19, 2004**. The Debtors also request the Court order that proofs of claim will only be deemed filed when they are actually received by the Claims Agent, and facsimile submissions shall not be acceptable.

12. The Debtors request that proofs of claim be filed by creditors of any of the Debtors on account of any claim (as defined in Section 101(5) of the Bankruptcy Code) arising before the Petition Date. Nevertheless, this Motion shall not apply to creditors holding or wishing to assert the following types of claims against the Debtors:

- (a) any individual or entity that has already properly filed a proof of claim against one or more of the Debtors in accordance with the procedures set forth herein and the Notice of Bar Date;
- (b) any individual or entity (i) that agrees with the nature, classification and amount of a debt set forth in the Schedules and (ii) whose potential claim against the Debtors is not listed as "disputed," "contingent," or "unliquidated" in the Schedules;
- (c) any individual or entity that has had a claim against any one of the Debtors previously allowed by, or paid pursuant to, an order of the Bankruptcy Court;
- (d) any individual or entity asserting a claim allowable under section 503(b) and 507(a)(1) as an administrative expense of the Debtors' chapter 11 cases; or
- (e) any of the Debtors or any direct or indirect subsidiary of the Debtors that might hold a claim against one or more of the other Debtors.

13. If the Debtors modify or supplement their Schedules, the Debtors propose that any entity whose claim is listed in any such modification or supplement shall have until the later

of (a) March 19, 2004 or (b) thirty (30) days after such modification or supplement to file a proof of claim.

14. The Debtors request that proofs of claim be filed against the particular Debtor against which the claim is asserted. This requirement will make the Debtors' claim analysis more efficient and less costly to their estates.

15. Pursuant to Fed. R. Bankr. P. 2002(a)(7), the Debtors intend (a) to mail the Notice of Bar Date to all known creditors by no later than **February 11, 2004**. As a result, the Debtors' creditors will have in excess of the twenty-day period proscribed by Fed. R. Bankr. P. 2002(a)(7) for notice of the Bar Date.

**WHEREFORE**, the Debtors respectfully request that the Court enter an order (a) setting the bar date for filing pre-petition claims against the Debtors' estates for **March 19, 2004**, (b) approving the Notice of Bar Date and (c) granting such other and further relief the Court deems just and proper under the circumstances.

Respectfully submitted,

**BUILDERS PLUMBING & HEATING  
SUPPLY COMPANY, et al.**

By:   
One of Its Attorneys

David N. Missner (ARDC No. 01928988)  
Marc I. Fenton (ARDC No. 06180633)  
Brian A. Audette (ARDC No. 06277056)  
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Chicago, Illinois 60601  
(312) 368-4000

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF ILLINOIS  
EASTERN DIVISION

In re:

BUILDERS PLUMBING & HEATING  
SUPPLY, CO.,  
an Illinois corporation,  
GLENDALE PLUMBING SUPPLY CO., INC.,  
a Wisconsin corporation,  
SOUTHWEST PIPE & SUPPLY, INC.,  
a Delaware corporation,  
SPESCO, INC.,  
an Illinois corporation,  
and d/b/a FaucetsPlus.com,

Debtors.

Chapter 11  
Honorable John H. Squires

Case Nos. 03 B 49243 through  
03 B 49246  
(Jointly Administered)

NOTICE OF LAST DATE AND PROCEDURES FOR FILING PROOFS OF CLAIM

TO ALL PERSONS ASSERTING A CLAIM  
AGAINST ANY OF THE ABOVE ENTITIES:

On February 9, 2004, the United States Bankruptcy Court for the Northern District of Illinois, Eastern Division (the "Bankruptcy Court"), entered an Order in the above-captioned cases (the "Bar Date Order") establishing **March 19, 2004**, as the general claims bar date (the "General Bar Date"). Except as described below, the Bar Date Order requires that any Claims (as defined herein) against any of the Debtors listed on the attached Exhibit A be filed with the claims agent appointed by the Bankruptcy Court, The Trumbull Group, LLC (the "Claims Agent") by submitting a proof of claim to either of the following addresses:

If by U.S. Mail:

The Trumbull Group, LLC  
c/o Builders Plumbing & Heating  
Supply Co.  
P.O. Box 721  
Windsor, CT 06095-0721

If by Overnight Courier or Hand Delivery:

The Trumbull Group, LLC  
c/o Builders Plumbing & Heating  
Supply Co.  
Griffin Center  
4 Griffin Road North  
Windsor, CT 06095

Proofs of claim must be actually received on or before 4:00 p.m., prevailing Eastern Time, on the General Bar Date, **March 19, 2004**. Proofs of claim are deemed filed only when they are actually received by the Claims Agent, and facsimile submissions will not be accepted.

For your convenience, a proof of claim form is enclosed with this Bar Date Notice, which sets forth the amount, nature and classification of your Claim(s) as set forth in the Debtors' schedules of assets and liabilities (the "Schedules").

### ENTITIES REQUIRED TO FILE A PROOF OF CLAIM

Pursuant to the Bar Date Order, all persons or entities, including, without limitation, individuals, partnerships, corporations, estates, trusts, unions, indenture trustees, the U.S. Trustee and governmental units (individually, an "Entity"<sup>1</sup>) holding Claims against the Debtors (whether secured, priority or unsecured) that arose prior to December 5, 2003, are required to file proofs of claim by the General Bar Date.

The following Entities must file a proof of claim on or before the General Bar Date:

- a. any Entity whose Claim is listed in the Schedules as "disputed," "contingent" or "unliquidated" and who desires to participate in any of these chapter 11 cases or share in any distribution in any of these chapter 11 cases;
- b. any Entity whose Claim is improperly classified in the Schedules or is listed in an incorrect amount and that desires to have its Claim allowed in a classification or amount other than that set forth in the Schedules; or
- c. any Entity asserting a Claim that is not listed in the Schedules.

The following Entities do not need to file a proof of claim on or before the General Bar Date:

- a. any Entity that has already properly filed a proof of claim against one or more of the Debtors in accordance with the procedures set forth in this Bar Date Notice;
- b. any Entity (a) that agrees with the nature, classification and amount of such Claim set forth in the Schedules and (b) whose Claim against a Debtor is not listed as "disputed," "contingent" or "unliquidated" in the Schedules;
- c. any Entity whose Claim against a Debtor previously has been allowed by, or paid pursuant to, an order of the Bankruptcy Court;
- d. any Entity asserting a Claim allowable under sections 503(b) and 507(a)(1) of the Bankruptcy Code as an administrative expense of the Debtors' Chapter 11 cases; or

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<sup>1</sup> Entities include, but are not limited to, the following Entities: (1) creditors whose Claims against a Debtor arose out of the rejection of executory contracts or unexpired leases by the Debtors prior to the entry of the order establishing the General Bar Date; (2) governmental units holding claims against a Debtor for unpaid taxes, whether arising from prepetition tax years or periods or prepetition transactions to which a Debtor was a party; and (3) Entities whose Claims against a Debtor arose out of the obligations of such Entities under a contract for provision of liability insurance to a Debtor.

- e. any of the Debtors or any direct or indirect subsidiary of the Debtors that holds Claims against one or more of the other Debtors.

An Entity should not file a proof of claim if such Entity does not have a Claim against any of the Debtors. Receipt of this Bar Date Notice by an Entity does not mean that such Entity has a Claim or that the Debtors or the Bankruptcy Court believes such Entity has a Claim. Moreover, neither the Debtors nor their attorneys nor the Bankruptcy Court can advise an Entity whether an Entity should file a proof of claim.

#### **CLAIMS RELATED TO REJECTION OF EXECUTORY CONTRACTS AND UNEXPIRED LEASES**

Any Entity whose Claims arose out of the rejection of an executory contract or an unexpired lease must file a proof of claim on or before the later of: (1) the date set by the Court in the Order authorizing the rejection of such contract or lease; and (2) the General Bar Date (the "Rejection Bar Date").

#### **CLAIMS RELATED TO AMENDMENTS TO SCHEDULES**

If the Debtors amend their Schedules subsequent to the mailing and publication of this Bar Date Notice to reduce the undisputed, noncontingent and liquidated amount or to change the nature or classification of a Claim against a Debtor reflected therein, then the affected claimant shall have until the later of (1) 30 days after such claimant is served with notice that the Debtors have amended their Schedules or (2) the General Bar Date to file a proof of claim or to amend any previously filed proof of claim (the "Amended Schedule Bar Date").

#### **CONSEQUENCES OF FAILURE TO FILE A PROOF OF CLAIM**

Any Entity that is required to file a proof of claim, but that fails to do so in a timely manner, will be forever barred, estopped and enjoined from:

- a. asserting any Claim against any of the Debtors that such entity has that (i) is in an amount that exceeds the amount, if any, that is set forth in the Schedules, or (ii) is of a different nature or in a different classification (in either case, an "Unscheduled Claim"); and
- b. voting upon, or receiving distributions under, any plan or plans of reorganization in these chapter 11 cases in respect of an Unscheduled Claim.

If it is unclear from the Schedules whether your Claim is disputed, contingent or unliquidated as to amount or is otherwise properly listed and classified, you must file a proof of claim on or before the General Bar Date. Any Entity that relies on the Schedules bears responsibility for determining that its Claim is accurately listed therein.

### **FILING PROOFS OF CLAIM AGAINST OTHER DEBTORS**

Any Entity asserting Claims against more than one Debtor must file a separate proof of claim with respect to each such Debtor. If more than one Debtor is listed on a form, the Debtors will treat such claim as filed against the first listed Debtor. All Entities must identify on their proof of claim the holder or holders of the Claim and the particular Debtor against which their Claim is asserted. A list of Debtors, together with their respective case numbers, is included on the reverse side of the Proof of Claim form.

### **DEFINITION OF A CLAIM**

For purposes of this Bar Date Notice, a "Claim" shall mean, as to or against any of the Debtors: (1) any right to payment, whether or not such right is reduced to judgment, liquidated, unliquidated, fixed, contingent, matured, unmatured, disputed, undisputed, legal, equitable, secured or unsecured; or (2) any right to an equitable remedy for breach of performance if such breach gives rise to a right to payment, whether or not such right to an equitable remedy is reduced to judgment, fixed, contingent, matured, unmatured, disputed, undisputed, secured or unsecured.

### **RESERVATION OF RIGHTS**

The Debtors reserve the right to: (1) dispute, or to assert offsets or defenses against, any filed Claim or any Claim listed or reflected in the Schedules as to nature, amount, liability, nature, classification or otherwise; or (2) subsequently designate any Claim as disputed, contingent or unliquidated. Nothing set forth in this Bar Date Notice shall preclude the Debtors from objecting to any Claim, whether scheduled or filed, on any grounds.

### **ADDITIONAL INFORMATION**

Additional proof of claim forms may be obtained by contacting the Claims Agent at The Trumbull Group, LLC, at 4 Griffin Road North, Windsor, CT 06095, (860) 687-3957. The Claims Agent's website is [www.trumbullgroup.com](http://www.trumbullgroup.com). Further inquiries regarding filing a proof of claim against any of the Debtors may be directed to the Claims Agent.

Dated: Chicago, Illinois  
\_\_\_\_\_, 2004

By Order of the Court

**PIPER RUDNICK LLP**  
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(312) 368-4000

**EXHIBIT A**

BUILDERS PLUMBING & HEATING SUPPLY, CO. Case No. 03 B 49243

GLENDAL PLUMBING SUPPLY, CO. Case No. 03 B 49244

SOUTHWEST PIPE & SUPPLY, INC. Case No. 03 B 49245

SPESCO, INC. Case No. 03 B 49246

<b>UNITED STATES BANKRUPTCY COURT</b> <b>NORTHERN DISTRICT OF ILLINOIS, EASTERN DIVISION</b>		<b>PROOF OF CLAIM</b> <b>Chapter 11</b>
<b>In re:</b>  Builders Plumbing & Heating Supply Co., Glendale Plumbing Supply Co., Inc., Southwest Pipe & Supply, Inc., Spesco, Inc., and d/b/a FaucetsPlus.com,  <div style="text-align: center;">Debtors.</div>	<b>Case Numbers:</b>  <div style="text-align: center;">03-49243 through 03-49246</div>	This Space is for Court Use Only
<b>Name of Debtor:</b> (see list of debtors on reverse side)	<b>Case Number:</b> (see reverse side)	
<b>NOTE:</b> This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.		
<b>Name of Creditor</b> (The person or other entity to whom the debtor owes money or property):  <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> Check box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars.  <input type="checkbox"/> Check box if you have never received any notices from the bankruptcy court in this case.  <input type="checkbox"/> Check box if the address differs from the address on the envelope sent to you by the court.                         </div> <div style="width: 35%;"></div> </div>	
<b>If address differs from above, please complete the following:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Creditor Name:</div> <div style="width: 45%;">Telephone: #</div> </div> <div style="margin-top: 5px;">Address:</div> <div style="margin-top: 5px;">City/State/Zip:</div>		This Space is for Court Use Only
<b>Account or other number by which creditor identifies debtor:</b>	Check here if <input type="checkbox"/> replaces this claim <input type="checkbox"/> amends a previously filed claim, dated _____.	
<div style="display: flex;"> <div style="width: 45%;"> <b>1. Basis for Claim</b>  <input type="checkbox"/> Goods sold  <input type="checkbox"/> Services performed  <input type="checkbox"/> Money loaned  <input type="checkbox"/> Personal injury/wrongful death  <input type="checkbox"/> Taxes  <input type="checkbox"/> Other _____                         </div> <div style="width: 55%;"> <input type="checkbox"/> Retiree benefits as defined in 11 U.S.C. § 1114(a)  <input type="checkbox"/> Wages, salaries, and compensation (fill out below)                              Last four digits of SS #: _____                              Unpaid compensation for services performed from _____ to _____  <div style="display: flex; justify-content: space-between; width: 100%;"> <span>(date)</span> <span>(date)</span> </div> </div> </div>		
<b>2. Date debt was incurred:</b>	<b>3. If court judgment, date obtained:</b>	
<b>4. Total Amount of Claim at Time Case Filed:</b> \$ _____ If all or part of your claim is secured or entitled to priority, also complete Item 5 or 6 below. <input type="checkbox"/> Check this box if claim includes interest or other charges in addition to the principal amount of the claim. Attach itemized statement of all interest or additional charges.		
<b>5. Secured Claim.</b> <input type="checkbox"/> Check this box if your claim is secured by collateral (including a right of setoff). Brief Description of Collateral: <input type="checkbox"/> Real Estate <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Other _____  Value of Collateral: \$ _____  Amount of arrearage and other charges <u>at time case filed</u> included in secured claim, if any: \$ _____	<b>6. Unsecured Priority Claim.</b> <input type="checkbox"/> Check this box if you have an unsecured priority claim. Amount entitled to priority \$ _____ Specify the priority of the claim: <input type="checkbox"/> Wages, salaries, or commissions (up to \$4,650), earned within 90 days before filing of the bankruptcy petition or cessation of the debtor's business, whichever is earlier - 11 U.S.C. § 507(a)(3). <input type="checkbox"/> Contributions to an employee benefit plan - 11 U.S.C. § 507(a)(4). <input type="checkbox"/> Up to \$ 2,100 of deposits toward purchase, lease, or rental of property or services for personal, family, or household use - 11 U.S.C. § 507(a)(6). <input type="checkbox"/> Alimony, maintenance, or support owed to a spouse, former spouse, or child - 11 U.S.C. § 507(a)(7). <input type="checkbox"/> Taxes or penalties owed to governmental units - 11 U.S.C. § 507(a)(8). <input type="checkbox"/> Other - Specify applicable paragraph of 11 U.S.C. § 507(a)(____).	
<b>7. Credits:</b> The amount of all payments on this claim has been credited and deducted for the purpose of making this proof of claim.  <b>8. Supporting Documents:</b> Attach copies of supporting documents, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, court judgments, mortgages, security agreements, and evidence of perfection of lien. DO NOT SEND ORIGINAL DOCUMENTS. If the documents are not available, explain. If the documents are voluminous, attach a summary.  <b>9. Date-Stamped Copy:</b> To receive an acknowledgment of the filing of your claim, enclose a stamped, self-addressed envelope and copy of this proof of claim.		This Space is for Court Use Only
<b>Date</b>	Sign and print the name and title, if any, of the creditor or other person authorized to file this claim (attach copy of power of attorney, if any):	
<b>Penalty for presenting fraudulent claim:</b> Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.		



**INSTRUCTIONS FOR PROOF OF CLAIM FORM**

The instructions and definitions below are general explanations of the law. In particular types of cases or circumstances, such as bankruptcy cases that are not filed voluntarily by a debtor, there may be exceptions to these general rules.

**DEFINITIONS**

<b>Debtor</b>	<b>Secured Claim</b>	<b>Unsecured Claim</b>
The person, corporation, or other entity that has filed a bankruptcy case is called the debtor.	A claim is a secured claim to the extent that the creditor has a lien on property of the debtor (collateral) that gives the creditor the right to be paid from that property before creditors who do not have liens on the property.	If a claim is not a secured claim it is an unsecured claim. A claim may be partly secured and partly unsecured if the property on which a creditor has a lien is not worth enough to pay the creditor in full.
<b>Creditor</b>		<b>Unsecured Priority Claim</b>
A creditor is any person, corporation, or other entity to whom the debtor owed a debt on the date that the bankruptcy case was filed.	Examples of liens are a mortgage on real estate and a security interest in a car, truck, boat, television set, or other item of property. A lien may have been obtained through a court proceeding before the bankruptcy case began; in some states a court judgment is a lien. In addition, to the extent a creditor also owes money to the debtor (has a right of setoff), the creditor's claim may be a secured claim. (See also Unsecured Claim)	Certain types of unsecured claims are given priority, so they are to be paid in bankruptcy cases before most other unsecured claims (if there is sufficient money or property available to pay these claims). The most common types of priority claims are listed on the proof of claim form. Unsecured claims that are not specifically given priority status by the bankruptcy laws are classified as Unsecured Nonpriority Claims.
<b>Proof of Claim</b>		
A form telling the bankruptcy court how much the debtor owed a creditor at the time the bankruptcy case was filed (the amount of the creditor's claim). Claims are to be mailed to The Trumbull Group, LLC, c/o Builders Plumbing & Heating Supply Co., P.O. Box 721, Windsor, CT 06095-0721 or hand delivery to The Trumbull Group, LLC, c/o Builders Plumbing & Heating Supply Co., Griffin Center, 4 Griffin Road North, Windsor, CT 06095, 1-860-687-3957.		

**Items to be completed in Proof of Claim form (if not already filled in)**

**Court, Name of Debtor, and Case Number:**

Fill in the name of the federal judicial district where the bankruptcy case was filed (for example, Northern District of Illinois), the name of the debtor in the bankruptcy case, and the bankruptcy case number. The Debtors in these cases are:

<b>Builders Plumbing &amp; Heating Supply Co.</b>	<b>03-49243</b>
<b>Glendale Plumbing Supply Company, Inc.</b>	<b>03-49244</b>
<b>Southwest Pipe &amp; Supply Company, Inc.</b>	<b>03-49245</b>
<b>Spesco Inc.</b>	<b>03-49246</b>

**Information about Creditor:**

Complete the section giving the name, address, and telephone number of the creditor to whom the debtor owes money or property, and the debtor's account number, if any. If anyone else has already filed a proof of claim relating to this debt, if you never received notices from the bankruptcy court about this case, if your address differs from that to which the court sent notice, or if this proof of claim replaces or changes a proof of claim that was already filed, check the appropriate box on the form.

**1. Basis for Claim:**

Check the type of debt for which the proof of claim is being filed. If the type of debt is not listed, check "Other" and briefly describe the type of debt. If you were an employee of the debtor, fill in the last four digits your social security number and the dates of work for which you were not paid.

**2. Date Debt Incurred:**

Fill in the date when the debt first was owed by the debtor.

**3. Court Judgments:**

If you have a court judgment for this debt, state the date the court entered the judgment.

**4. Total Amount of Claim at Time Case Filed:**

Fill in the total amount of the entire claim. If interest or other charges in addition to the principal amount of the claim are included, check the appropriate place on the form and attach an itemization of the interest and charges.

**5. Secured Claim:**

Check the appropriate place if the claim is a secured claim. You must state the type and value of property that is collateral for the claim, attach copies of the documentation of your lien, and state the amount past due on the claim as of the date the bankruptcy case was filed. A claim may be partly secured and partly unsecured. (See DEFINITIONS, above).

**6. Unsecured Priority Claim:**

Check the appropriate place if you have an unsecured priority claim, and state the amount entitled to priority. (See DEFINITIONS, above). A claim may be partly priority and partly nonpriority if, for example, the claim is for more than the amount given priority by the law. Check the appropriate place to specify the type of priority claim.

**7. Credits:**

By signing this proof of claim, you are stating under oath that in calculating the amount of your claim you have given the debtor credit for all payments received from the debtor.

**8. Supporting Documents:**

You must attach to this proof of claim form copies of documents that show the debtor owes the debt claimed or, if the documents are too lengthy, a summary of those documents. If documents are not available, you must attach an explanation of why they are not available.

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF ILLINOIS  
EASTERN DIVISION

In re:

BUILDERS PLUMBING & HEATING  
SUPPLY, CO.,  
an Illinois corporation,  
GLENDALE PLUMBING SUPPLY CO., INC.,  
a Wisconsin corporation,  
SOUTHWEST PIPE & SUPPLY, INC.,  
a Delaware corporation,  
SPESCO, INC.,  
an Illinois corporation,  
and d/b/a FaucetsPlus.com,

Debtors.

Chapter 11

Honorable John H. Squires

Case Nos. 03 B 49243 through  
03 B 49246  
(Jointly Administered)

**NOTICE OF LAST DATE AND PROCEDURES FOR FILING PROOFS OF CLAIM**

**TO ALL PERSONS ASSERTING A CLAIM  
AGAINST ANY OF THE ABOVE ENTITIES:**

On February 9, 2004, the United States Bankruptcy Court for the Northern District of Illinois, Eastern Division (the "Bankruptcy Court"), entered an Order in the above-captioned cases (the "Bar Date Order") establishing **March 19, 2004**, as the general claims bar date (the "General Bar Date"). Except as described below, the Bar Date Order requires that any Claims (as defined herein) against any of the Debtors listed on the attached Exhibit A be filed with the claims agent appointed by the Bankruptcy Court, The Trumbull Group, LLC (the "Claims Agent") by submitting a proof of claim to either of the following addresses:

If by U.S. Mail:

The Trumbull Group, LLC  
c/o Builders Plumbing & Heating  
Supply Co.  
P.O. Box 721  
Windsor, CT 06095-0721

If by Overnight Courier or Hand Delivery:

The Trumbull Group, LLC  
c/o Builders Plumbing & Heating  
Supply Co.  
Griffin Center  
4 Griffin Road North  
Windsor, CT 06095

Proofs of claim must be actually received on or before 4:00 p.m., prevailing Eastern Time, on the General Bar Date, **March 19, 2004**. Proofs of claim are deemed filed only when they are actually received by the Claims Agent, and facsimile submissions will not be accepted.

For your convenience, a proof of claim form is enclosed with this Bar Date Notice, which sets forth the amount, nature and classification of your Claim(s) as set forth in the Debtors' schedules of assets and liabilities (the "Schedules").

### **ENTITIES REQUIRED TO FILE A PROOF OF CLAIM**

Pursuant to the Bar Date Order, all persons or entities, including, without limitation, individuals, partnerships, corporations, estates, trusts, unions, indenture trustees, the U.S. Trustee and governmental units (individually, an "Entity"<sup>1</sup>) holding Claims against the Debtors (whether secured, priority or unsecured) that arose prior to December 5, 2003, are required to file proofs of claim by the General Bar Date.

The following Entities must file a proof of claim on or before the General Bar Date:

- a. any Entity whose Claim is listed in the Schedules as "disputed," "contingent" or "unliquidated" and who desires to participate in any of these chapter 11 cases or share in any distribution in any of these chapter 11 cases;
- b. any Entity whose Claim is improperly classified in the Schedules or is listed in an incorrect amount and that desires to have its Claim allowed in a classification or amount other than that set forth in the Schedules; or
- c. any Entity asserting a Claim that is not listed in the Schedules.

The following Entities do not need to file a proof of claim on or before the General Bar Date:

- a. any Entity that has already properly filed a proof of claim against one or more of the Debtors in accordance with the procedures set forth in this Bar Date Notice;
- b. any Entity (a) that agrees with the nature, classification and amount of such Claim set forth in the Schedules and (b) whose Claim against a Debtor is not listed as "disputed," "contingent" or "unliquidated" in the Schedules;
- c. any Entity whose Claim against a Debtor previously has been allowed by, or paid pursuant to, an order of the Bankruptcy Court;
- d. any Entity asserting a Claim allowable under sections 503(b) and 507(a)(1) of the Bankruptcy Code as an administrative expense of the Debtors' Chapter 11 cases; or

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<sup>1</sup> Entities include, but are not limited to, the following Entities: (1) creditors whose Claims against a Debtor arose out of the rejection of executory contracts or unexpired leases by the Debtors prior to the entry of the order establishing the General Bar Date; (2) governmental units holding claims against a Debtor for unpaid taxes, whether arising from prepetition tax years or periods or prepetition transactions to which a Debtor was a party; and (3) Entities whose Claims against a Debtor arose out of the obligations of such Entities under a contract for provision of liability insurance to a Debtor.

- c. any of the Debtors or any direct or indirect subsidiary of the Debtors that holds Claims against one or more of the other Debtors.

An Entity should not file a proof of claim if such Entity does not have a Claim against any of the Debtors. Receipt of this Bar Date Notice by an Entity does not mean that such Entity has a Claim or that the Debtors or the Bankruptcy Court believes such Entity has a Claim. Moreover, neither the Debtors nor their attorneys nor the Bankruptcy Court can advise an Entity whether an Entity should file a proof of claim.

#### **CLAIMS RELATED TO REJECTION OF EXECUTORY CONTRACTS AND UNEXPIRED LEASES**

Any Entity whose Claims arose out of the rejection of an executory contract or an unexpired lease must file a proof of claim on or before the later of: (1) the date set by the Court in the Order authorizing the rejection of such contract or lease; and (2) the General Bar Date (the "Rejection Bar Date").

#### **CLAIMS RELATED TO AMENDMENTS TO SCHEDULES**

If the Debtors amend their Schedules subsequent to the mailing and publication of this Bar Date Notice to reduce the undisputed, noncontingent and liquidated amount or to change the nature or classification of a Claim against a Debtor reflected therein, then the affected claimant shall have until the later of (1) 30 days after such claimant is served with notice that the Debtors have amended their Schedules or (2) the General Bar Date to file a proof of claim or to amend any previously filed proof of claim (the "Amended Schedule Bar Date").

#### **CONSEQUENCES OF FAILURE TO FILE A PROOF OF CLAIM**

Any Entity that is required to file a proof of claim, but that fails to do so in a timely manner, will be forever barred, estopped and enjoined from:

- a. asserting any Claim against any of the Debtors that such entity has that (i) is in an amount that exceeds the amount, if any, that is set forth in the Schedules, or (ii) is of a different nature or in a different classification (in either case, an "Unscheduled Claim"); and
- b. voting upon, or receiving distributions under, any plan or plans of reorganization in these chapter 11 cases in respect of an Unscheduled Claim.

If it is unclear from the Schedules whether your Claim is disputed, contingent or unliquidated as to amount or is otherwise properly listed and classified, you must file a proof of claim on or before the General Bar Date. Any Entity that relies on the Schedules bears responsibility for determining that its Claim is accurately listed therein.

### **FILING PROOFS OF CLAIM AGAINST OTHER DEBTORS**

Any Entity asserting Claims against more than one Debtor must file a separate proof of claim with respect to each such Debtor. If more than one Debtor is listed on a form, the Debtors will treat such claim as filed against the first listed Debtor. All Entities must identify on their proof of claim the holder or holders of the Claim and the particular Debtor against which their Claim is asserted. A list of Debtors, together with their respective case numbers, is included on the reverse side of the Proof of Claim form.

### **DEFINITION OF A CLAIM**

For purposes of this Bar Date Notice, a "Claim" shall mean, as to or against any of the Debtors: (1) any right to payment, whether or not such right is reduced to judgment, liquidated, unliquidated, fixed, contingent, matured, unmatured, disputed, undisputed, legal, equitable, secured or unsecured; or (2) any right to an equitable remedy for breach of performance if such breach gives rise to a right to payment, whether or not such right to an equitable remedy is reduced to judgment, fixed, contingent, matured, unmatured, disputed, undisputed, secured or unsecured.

### **RESERVATION OF RIGHTS**

The Debtors reserve the right to: (1) dispute, or to assert offsets or defenses against, any filed Claim or any Claim listed or reflected in the Schedules as to nature, amount, liability, nature, classification or otherwise; or (2) subsequently designate any Claim as disputed, contingent or unliquidated. Nothing set forth in this Bar Date Notice shall preclude the Debtors from objecting to any Claim, whether scheduled or filed, on any grounds.

### **ADDITIONAL INFORMATION**

Additional proof of claim forms may be obtained by contacting the Claims Agent at The Trumbull Group, LLC, at 4 Griffin Road North, Windsor, CT 06095, (860) 687-3957. The Claims Agent's website is [www.trumbullgroup.com](http://www.trumbullgroup.com). Further inquiries regarding filing a proof of claim against any of the Debtors may be directed to the Claims Agent.

Dated: Chicago, Illinois  
\_\_\_\_\_, 2004

By Order of the Court

#### **PIPER RUDNICK LLP**

Attorneys for Debtors and Debtors-in-Possession

David N. Missner, Esq.

Marc I. Fenton, Esq.

Brian A. Audette, Esq.

203 N. LaSalle Street, Suite 1800

Chicago, IL 60601

(312) 368-4000

**EXHIBIT A**

BUILDERS PLUMBING & HEATING SUPPLY, CO. Case No. 03 B 49243

GLENDALE PLUMBING SUPPLY, CO. Case No. 03 B 49244

SOUTHWEST PIPE & SUPPLY, INC. Case No. 03 B 49245

SPESCO, INC. Case No. 03 B 49246

UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF ILLINOIS, EASTERN DIVISION		PROOF OF CLAIM Chapter 11	
<b>In re:</b>  Builders Plumbing & Heating Supply Co., Glendale Plumbing Supply Co., Inc., Southwest Pipe & Supply, Inc., Spesco, Inc., and d/b/a FaucetsPlus.com,  <div style="text-align: center;"><b>Debtors</b></div>	<b>Case Numbers:</b>  <div style="text-align: center;"><b>03-49243 through 03-49246</b></div>		
<b>Name of Debtor:</b> (see list of debtors on reverse side)	<b>Case Number:</b> (see reverse side)		
<b>NOTE:</b> This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.			
<b>Name of Creditor</b> (The person or other entity to whom the debtor owes money or property):  <hr style="border: 0; border-top: 1px solid black;"/>	<input type="checkbox"/> Check box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars. <input type="checkbox"/> Check box if you have never received any notices from the bankruptcy court in this case. <input type="checkbox"/> Check box if the address differs from the address on the envelope sent to you by the court.		
<b>If address differs from above, please complete the following:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <b>Creditor Name:</b>   <b>Address:</b>   <b>City/ST/Zip:</b> </div> <div style="width: 35%;"> <b>Telephone: #</b> </div> </div>			This Space is for Court Use Only
<b>Account or other number by which creditor identifies debtor:</b>	Check here if <input type="checkbox"/> replaces <input type="checkbox"/> amends a previously filed claim, dated _____.		
<b>1. Basis for Claim</b> <input type="checkbox"/> Goods sold <input type="checkbox"/> Services performed <input type="checkbox"/> Money loaned <input type="checkbox"/> Personal injury/wrongful death <input type="checkbox"/> Taxes <input type="checkbox"/> Other	<input type="checkbox"/> Retiree benefits as defined in 11 U.S.C. § 1114(a) <input type="checkbox"/> Wages, salaries, and compensation (fill out below) Last four digits of SS #: _____ Unpaid compensation for services performed from _____ to _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>(date)</span> <span>(date)</span> </div>		
<b>2. Date debt was incurred:</b>	<b>3. If court judgment, date obtained:</b>		
<b>4. Total Amount of Claim at Time Case Filed:</b> \$ _____ If all or part of your claim is secured or entitled to priority, also complete Item 5 or 6 below. <input type="checkbox"/> Check this box if claim includes interest or other charges in addition to the principal amount of the claim. Attach itemized statement of all interest or additional charges.			
<b>5. Secured Claim.</b> <input type="checkbox"/> Check this box if your claim is secured by collateral (including a right of setoff). Brief Description of Collateral: <input type="checkbox"/> Real Estate <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Other _____  Value of Collateral: \$ _____  Amount of arrearage and other charges at time case filed included in secured claim, if any: \$ _____	<b>6. Unsecured Priority Claim.</b> <input type="checkbox"/> Check this box if you have an unsecured priority claim. Amount entitled to priority \$ _____ Specify the priority of the claim: <input type="checkbox"/> Wages, salaries, or commissions (up to \$4,650), earned within 90 days before filing of the bankruptcy petition or cessation of the debtor's business, whichever is earlier - 11 U.S.C. § 507(a)(3). <input type="checkbox"/> Contributions to an employee benefit plan - 11 U.S.C. § 507(a)(4). <input type="checkbox"/> Up to \$ 2,100 of deposits toward purchase, lease, or rental of property or services for personal, family, or household use - 11 U.S.C. § 507(a)(6). <input type="checkbox"/> Alimony, maintenance, or support owed to a spouse, former spouse, or child - 11 U.S.C. § 507(a)(7). <input type="checkbox"/> Taxes or penalties owed to governmental units - 11 U.S.C. § 507(a)(8). <input type="checkbox"/> Other - Specify applicable paragraph of 11 U.S.C. § 507(a)(____).		
<b>7. Credits:</b> The amount of all payments on this claim has been credited and deducted for the purpose of making this proof of claim.			This Space is for Court Use Only
<b>8. Supporting Documents:</b> Attach copies of supporting documents, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, court judgments, mortgages, security agreements, and evidence of perfection of lien. DO NOT SEND ORIGINAL DOCUMENTS. If the documents are not available, explain. If the documents are voluminous, attach a summary.			
<b>9. Date-Stamped Copy:</b> To receive an acknowledgment of the filing of your claim, enclose a stamped, self-addressed envelope and copy of this proof of claim.			
<b>Date</b>	Sign and print the name and title, if any, of the creditor or other person authorized to file this claim (attach copy of power of attorney, if any):		
Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.			

**INSTRUCTIONS FOR PROOF OF CLAIM FORM**

*The instructions and definitions below are general explanations of the law. In particular types of cases or circumstances, such as bankruptcy cases that are not filed voluntarily by a debtor, there may be exceptions to these general rules.*

**DEFINITIONS**

**Debtor**

The person, corporation, or other entity that has filed a bankruptcy case is called the debtor.

**Creditor**

A creditor is any person, corporation, or other entity to whom the debtor owed a debt on the date that the bankruptcy case was filed.

**Proof of Claim**

A form telling the bankruptcy court how much the debtor owed a creditor at the time the bankruptcy case was filed (the amount of the creditor's claim). Claims are to be mailed to The Trumbull Group, LLC, c/o Builders Plumbing & Heating Supply Co., P.O. Box 721, Windsor, CT 06095-0721 or hand delivery to The Trumbull Group, LLC, c/o Builders Plumbing & Heating Supply Co., Griffin Center, 4 Griffin Road North, Windsor, CT 06095, 1-860-687-3957.

**Secured Claim**

A claim is a secured claim to the extent that the creditor has a lien on property of the debtor (collateral) that gives the creditor the right to be paid from that property before creditors who do not have liens on the property.

Examples of liens are a mortgage on real estate and a security interest in a car, truck, boat, television set, or other item of property. A lien may have been obtained through a court proceeding before the bankruptcy case began; in some states a court judgment is a lien. In addition, to the extent a creditor also owes money to the debtor (has a right of setoff), the creditor's claim may be a secured claim. (See also Unsecured Claim)

**Unsecured Claim**

If a claim is not a secured claim it is an unsecured claim. A claim may be partly secured and partly unsecured if the property on which a creditor has a lien is not worth enough to pay the creditor in full.

**Unsecured Priority Claim**

Certain types of unsecured claims are given priority, so they are to be paid in bankruptcy cases before most other unsecured claims (if there is sufficient money or property available to pay these claims). The most common types of priority claims are listed on the proof of claim form. Unsecured claims that are not specifically given priority status by the bankruptcy laws are classified as Unsecured Nonpriority Claims.

**Items to be completed in Proof of Claim form (if not already filled in)**

**Court, Name of Debtor, and Case Number:**

Fill in the name of the federal judicial district where the bankruptcy case was filed (for example, Northern District of Illinois), the name of the debtor in the bankruptcy case, and the bankruptcy case number. The Debtors in these cases are:

<b>Builders Plumbing &amp; Heating Supply Co.</b>	<b>03-49243</b>
<b>Glendale Plumbing Supply Company, Inc.</b>	<b>03-49244</b>
<b>Southwest Pipe &amp; Supply Company, Inc.</b>	<b>03-49245</b>
<b>Spesco Inc.</b>	<b>03-49246</b>

**Information about Creditor:**

Complete the section giving the name, address, and telephone number of the creditor to whom the debtor owes money or property, and the debtor's account number, if any. If anyone else has already filed a proof of claim relating to this debt, if you never received notices from the bankruptcy court about this case, if your address differs from that to which the court sent notice, or if this proof of claim replaces or changes a proof of claim that was already filed, check the appropriate box on the form.

**1. Basis for Claim:**

Check the type of debt for which the proof of claim is being filed. If the type of debt is not listed, check "Other" and briefly describe the type of debt. If you were an employee of the debtor, fill in the last four digits your social security number and the dates of work for which you were not paid.

**2. Date Debt Incurred:**

Fill in the date when the debt first was owed by the debtor.

**3. Court Judgments:**

If you have a court judgment for this debt, state the date the court entered the judgment.

**4. Total Amount of Claim at Time Case Filed:**

Fill in the total amount of the entire claim. If interest or other charges in addition to the principal amount of the claim are included, check the appropriate place on the form and attach an itemization of the interest and charges.

**5. Secured Claim:**

Check the appropriate place if the claim is a secured claim. You must state the type and value of property that is collateral for the claim, attach copies of the documentation of your lien, and state the amount past due on the claim as of the date the bankruptcy case was filed. A claim may be partly secured and partly unsecured. (See DEFINITIONS, above).

**6. Unsecured Priority Claim:**

Check the appropriate place if you have an unsecured priority claim, and state the amount entitled to priority. (See DEFINITIONS, above). A claim may be partly priority and partly nonpriority if, for example, the claim is for more than the amount given priority by the law. Check the appropriate place to specify the type of priority claim.

**7. Credits:**

By signing this proof of claim, you are stating under oath that in calculating the amount of your claim you have given the debtor credit for all payments received from the debtor.

**8. Supporting Documents:**

You must attach to this proof of claim form copies of documents that show the debtor owes the debt claimed or, if the documents are too lengthy, a summary of those documents. If documents are not available, you must attach an explanation of why they are not available.